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Extraordinary Meeting of Asfordby Parish Council

Held at the Parish Office

On Tuesday 7th December 2021 – 18.30am

Present: Cllrs P Lamb deputy chair, K De Burle, M Sheldon, R De Burle
Cllr J Whitehead having a prior engagement joined at 19.27hrs

MINUTES OF MEETING

The Chairman having resigned the deputy Chair Councillor Lamb opened the meeting.

- 07.12.2021/1 To Receive Apologies of Absence
Cllr J Whitehead having a prior engagement will join when possible.
- 07.12.2021/2 Members to Consider the Appointment of a Chairman
The deputy Chair called for nominations for the vacant position of Chairman
Cllr de Burle R asked if the deputy chair or any other cllr wanted the job. All declined. So he volunteered.
The nomination was proposed.....Seconded by Cllr Sheldon and on a show of hands unanimously adopted.
- 07.12.2021/3 Members to Consider the Appointment of a Deputy Chairman
The Chairman said that cllr Lamb had been doing such an excellent job (echoed by other councillors present) asked Cllr Lamb if she was prepared to continue in the role of deputy Chairman. On confirmation, Cllr de Burle R nominated Cllr Lamb.....Seconded by Cllr Sheldon
And on a show of hands the proposal was unanimously adopted.

Ramb

- 07.12.2021/4 Members to Consider the following delegations
- A, Acting Clerk
Cllr de Burle R nominated and proposed Cllr Lamb who accepted. Cllr Sheldon seconded on a show of hands motion was adopted unanimously.
 - B, Acting Proper Officer
Cllr Lamb nominated and proposed Cllr de Burle R who accepted. Cllr Sheldon seconded on a show of hands motion was adopted unanimously.
 - C, To maintain current bookkeeping arrangement with Duncan and Toplis until an RFO appointed.
The chair advised those present that it was a legal requirement for the Council to employ an RFO however successive attempts to do so had proved negative, even though a substantial hourly rate had been offered. The use of Duncan and Toplis to perform the work required had been discussed with the association, who after taking advice accepted that in the circumstances it was the only practical solution.
Cllr de Burle R proposed and it was resolved that until an RFO was appointed the current system should be maintained because it provided transparent and independent reporting.
- 07.12.2021/5 Disclosure of Interests in matters relating to this agenda.
Councillor de Burle in any matter relating to Melton Borough Council otherwise none
- 07.12.2021/6 Approval of the Extraordinary meeting minutes for Friday 26th November 2021
Approved.
- 07.12.2021/7 Chairman's report.
The Chair said that as we moved forward out of the COVID period, great emphasis should be given to re building a working relationship with the community, that would only be achieved by re engaging and becoming an active participant in community affairs. That as we move forward emphasis would be prioritised in that direction.
- 07.12.2021/8 Public Forum
There were no members of the public present.
- 07.12.2021/9 Members to Consider and approve the Budget Proposals 2022 /2023
Using an analysis of input figures, and an assessment of need based on the Council published plans for employment, public activities and provision of services in the 2022/23 fiscal year, a proposed budget of £134,350.00 was proposed. After members present had examined the figures the proposed budget was unanimously approved
- 07.12.2021/10 Members to Consider and approve the transfer of surplus monies from the general fund to the cemetery development fund.
Based on final year end estimates it is expected that there may be a substantial surplus shown at the year end primarily because of the effects of COVID. Members are asked to consider authorising the transfer of these funds into the Cemetery development reserve. Approved.
- 07.12.2021/11 Members to Consider and approve the Precept Proposals 2022/2023
Based on the proposed budget approved at 9 above, and taking into consideration an expected income of £17,500.00 to be generated by Parish activities. It is calculated that a precept of £116,850 will be required to meet Parish needs. This figure represents a circa 2% increase over the requirement of £114,532 for the 2021/22 fiscal year.

2021

07.12.2021/12 Members to Consider and approve the appointment of lead members.

Cllr de Burle R outlined his proposal to appoint lead members for each of the Councils key functions. The objective being to provide greater direct focus on any issue found/or reported at each facility. Lead members responsibility is to provide first line action and report findings and proposed action to Full Council at the earliest possible time. Councillor M Sheldon seconded the proposal.

During the debate on the proposal Cllr DeBurle K asked for consideration to be given to the seeming public opinion that Councillors are paid employees and as such are fair game for being berated for the issues that they "the Councillor" are working on as volunteers to resolve on behalf of the community. After discussion it was proposed by cllr K DeBurle seconded by cllr Sheldon that standing orders could be amended to record that Councillors are volunteers not paid employees of the Council who should not be berated for all issues occurring in the Parish.

a. Parish Hall and Street Furniture.

Cllr Mal Sheldon to lead with Cllr Pat Lamb to buddy

b. Cemeteries, Allotments, and Green spaces

Cllr Karen de Burle to lead with Cllr Mal Sheldon and Cllr Julie Whitehead to buddy

c. Finance, Resources inc Personnel and Governance

Cllr Ronnie de Burle to lead with Cllr Pat Lamb to Buddy

d. Communities and Recreation

Cllr Julie Whitehead to lead with Cllr Karen de Burle to buddy

It was resolved to adopt the proposals with immediate effect.

07.12.2021/13

Members to Consider moving into closed session, as per the 1960 (Admission to meetings act) for the consideration of sensitive staffing matters.

Proposed by cllr de Burle R Seconded by cllr Sheldon M. on a show of hands approved unanimously

07.12.2012/14

Members to Consider and approve the below appointments and associated recruitment campaign: Documentation to follow.

Documents providing the proposed detail were distributed and discussed in detail at the meeting, following minor amendments it was resolved that Council should move ahead with a recruiting campaign at the earliest time, and if possible commence the search pre Christmas. Though it was recognised that may be logistically impossible.

a. Senior Administrative Officer

b. Responsible Financial Officer

c. Care Taker / Handyman

d. Length Man

07.12.2021/15

Meeting Close

There being no further business to discuss the meeting closed at 20.24 hours



~~Alan DeBurle~~